



## Al-Yousufi Trading

General Order Supplier

NTN# 2601637-7  
STR#

### To: BUYERS

We, **partners**, and associated companies, as **Seller**, below present our general procedures for the purchase and sale of sugar of Brazilian origin:

- 1- Buyer issues a Letter of Intention (LOI) addressed to Seller;
- 2- Seller issues a Soft Corporate Offer (SCO);
- 3- If Buyer accepts SCO, signs and seals SCO and then sends to Seller;
- 4- Seller issues Full Corporate Offer (FCO); (within 2 working days after have received SCO)
- 5- Buyer signs and seals FCO and issues an Irrevocable Corporate Purchase Order (ICPO), addressed to Seller; (within 2 working days )
- 6- Seller issues draft of Sale and Purchase Agreement (SPA) to be discussed and commented (within 2 working days)
- 7- SPA is signed by Seller and Buyer; (within 2 working days)
- 8- Buyer issues draft of the Payment Instrument (SBLC/DLC) for approval by Seller's Bank; (within 5 working days )
- 9- If Seller's Bank accepts, Buyer issues the bank guarantee (SBLC/DLC); (within 7 working days )
- 10- Seller issues Performance Bond (PB) 2%; (within 7 working days)
- 11- Seller prepares the product and export documents;
- 12- Buyer receives the export documents by mail;
- 13- Buyer makes payment 100% to Seller's Bank through transfer bank (Swift Message MT-103); (within 3 working days)
- 14- Shipping
- 16- Seller sends the original export documents to Buyer by Courier;

### NOTES:

- The financial instrument (SBLC / DLC) must be issued by the Top 50 Bank in the world ranking.
- The issuance of a financial instrument (SBLC / DLC) can be replaced by a 30% guarantee deposit that will be applied in the last delivery of the contract (in the case of 12-month programs) or in the settlement of the single payment in the case of spot sales.
- This procedure applies to SPOT sales and 12-month Programs.

Please contact us through our Partners and Business Developers, and for more information you can discuss.